

Inside SAIS

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FY 2005 SAIS-Student Details Due Dates

In accordance with ADE School Finance Memorandum 05-044, the **final FY 2005 aggregation will be run based on ADM, SPED, and ELL data successfully uploaded into SAIS-Student Details prior to 5pm on May 31, 2005.**

In accordance with the end of month aggregation process, users will not be able to upload files into the SAIS Student Details SDDI system as of 5:00 pm on May 31, 2005. All ADM, SPED, and ELL data successfully submitted before this time will be allowed to complete transaction and integrity processing prior to the final FY 2005 aggregation. Once integrity and aggregation are complete, the system will once again be set online to allow uploads.

It is highly recommended that LEAs have complete and accurate FY 2005 ADM, SPED, and ELL data successfully submitted in SAIS, and successfully validated in integrity, well in advance of the May 31st date.

Student test results final matching to SAIS data for AYP will occur at the end of the fiscal year. Therefore, Support Program data must be complete and valid by 5pm on June 30, 2005 for proper matching.

SAIS-Student Details will be closed for FY 2005 uploads as of 5pm on July 31, 2005. Therefore, Year End status must be complete and valid prior to this time.

Again, it is highly recommended that all data submitted to SAIS-Student Details be submitted well in advance of any of the due dates. Please refer to the FY 2005 SAIS-Student Details Due Dates timeline diagram at the end of this edition of *Inside SAIS* for more specific information.

FY 2005 Year End Integrity Validations

All membership students must have either a Year End status or a Withdrawal. The integrity failure associated with this validation is: "ERROR message -43204: Student has NEITHER a year end status NOR a withdrawal that is not followed by a readmission."

This Integrity check will be applicable only to the ADM end of year (ADM EOY) and Year End Integrity flags. These two integrity flags do not have an affect on funding. It is the design to run this particular validation after schools hit their 100th day.

Please note that LEAs may see many of these failures in their Student Integrity Status reports if year end statuses are not yet submitted to SAIS. Users of this report can filter on the type of failures (SPED, ELL, etc) they are interested in so they don't see the Year End failures until they are ready to fix them.

The current filters available for Integrity failures when requesting a Student Integrity Status Report include:


- All
- ADM All
- ADM - 40th Day
- ADM - 100th Day
- ADM - EOY
- October Enrollment
- Year End Enrollment
- SPED
- ELL

(Note: It is intended that a Support Programs integrity filter be added to this report in the future.)

Once LEA's do submit their Year End Status transactions these failures will be removed. The reason we are showing these failures early is in an effort to ensure all LEA's remember to send in their Year End Status transactions as Year End Reporting will be taken solely from SAIS this fiscal year forward.

WK/EK and Year End Trans- action Relationship Advisory

Many vendors and LEAs upload a Year End Status (transaction 16) at the beginning of the school year along with the student's enrollment (transaction 1). If a student with a year end status subsequently withdraws, an Integrity failure will occur: ERROR message -43206: Student cannot have BOTH a year end status and a withdrawal that is not followed by a readmission.



In a mid-year track change scenario (WK / EK), the same rule applies with one main difference. An EK, mid-year track change, creates another membership period for the student in a different track. If a Year End Status transaction is uploaded for the old track, then this student will fail Integrity.

Example:

- Student enrolls in track 1
- Year End Status is uploaded (track 1)
- Later, a mid-year track change is submitted via a WK, and corresponding enrollment via EK in track 2
- Student now has two membership periods (a track 1 and a track 2) and a Year End Status on track 1
- Student fails Integrity because there is a withdrawal and a year end status on track 1 (remember that track is a key field in both the Withdrawal and Year End Status transactions)

Solution for above example:

- Delete the Year End Status in track 1
- Add the Year End Status (when appropriate) for track 2

Vendor Suggestions for future:

- Code so that the above scenario's solution is automated. If you receive a WK, check for Year End Status for that track...delete that Year End and add Year End for the appropriate track as identified in the upload EK.



LEA Calendar Application Available for FY 2006

The LEA Calendar application in Common Logon is now available to authorized users for the submission of FY 2006 calendars.



Student Personal Information – Did You Know?

The student personal information displayed in SAIS Student Detail Reports is pulled from the data that is stored in the tables of the SAIS Student Detail Database at the moment the report is requested. While this normally presents few problems, sometimes users see unexpected, though entirely explainable results regarding the display of a student's name. Examine the scenario below for further insight:

John Smith is successfully enrolled in SAIS by School A in August. When School A downloads Student Detail reports such as the SdADMS 72 immediately following the enrollment, the reports will list the student's name information exactly as it was submitted. Then, in January, the same student is successfully enrolled in SAIS by School B; however, School B submits the enrollment transaction with a variation of the student's name (Jonathan Smith). If School B uses the SAIS ID and a date of birth that matches the information resident in SAIS, any submitted name informa-

tion will be accepted by SAIS and the tables in the SAIS Student Detail Database will be updated or overwritten with the newly submitted information. From that point on, all newly requested Student Detail Reports will show the student's name as Jonathan Smith.

It is important to note though that the name displayed in Student Detail reports has no bearing on matters related to funding and other student accountability measures. The significant field in such matters is each student's unique SAIS ID.

Though ADE would prefer that every student's name is submitted by every school in the same manner and taken directly from a legal document, the practice discussed above is necessary to account for legal name changes, name differences on legal documents and data entry errors. When a SAIS ID and date of birth that matches information already on SAIS for that SAIS ID are present in an enrollment transaction, the name information is completely ignored. This means that it would be possible to update the tables in SAIS with an entirely different name. (i.e. John Smith to John Jones or John Smith-Jones or Mary Williams for that matter)

Any time a SAIS end user is unsure about or has questions regarding what is displayed in a Student Detail report, they are encouraged to contact one of the Regional Training Centers for clarification.

(Editor's note: Thank you to Bob Dohm from the Tempe RTC for this article contribution.)




Ungraded Reporting Memo

The following was extracted from a memo dated April 18, 2005 by Exceptional Student Services (ESS) titled "SPED 05-09 Ungraded Reporting":

Beginning in FY 2006, student detail within the Student Accountability Information System (SAIS) will no longer accept a membership grade and SPED grade of UE or US, with the exception of the following:

- Per ARS § 15-901 (A) (6) (a) (ii) – kindergarten students receiving a group B service can be identified as Ungraded Elementary (UE) to ensure full day funding.


For the remaining students, membership/SPED grade should equal the grade reported on AIMS or AIMS-A. 3rd year seniors and beyond can continue to be reported in grade 12.



Individuals with Disabilities Education Improvement Act (IDEIA 04) Information Available

The National Association of State Directors of Special Education (NASDSE) has a side-by-side version of IDEIA 04 available for download on their website:

www.nasdse.org



This is the publication the Arizona Department of Education and ADE's Exceptional Student Services division (ESS) is using for reference and is highly recommended for PEA use.

Indexing *Inside SAIS* Articles

An *Index to Inside SAIS Articles* document has been posted on the ADE / SAIS website. The goal of this document is to help readers more easily locate specific topics or articles published in *Inside SAIS* by key word(s).

The Index can be found within the Archived *Inside SAIS* newsletters section.

- SAIS Webpage (current *Inside SAIS*):
<http://www.ade.az.gov/sais/>
- Archived *Inside SAIS* newsletters:
<http://www.ade.az.gov/sais/newsletters/>
- Index to *Inside SAIS* Articles document:
<http://www.ade.az.gov/sais/newsletters/index-linked.pdf>

Q & A

- Q.** *Should a district be reporting delinquent/neglected students they service, even though these students do not attend their schools? Should they be reporting these students in SAIS?*
- A.** Current rules state that to report a student with these needs, the student must have a membership at that school.
- Q.** *The AIMS-A application asks for a Title I indicator. Why this information is not taken from SAIS? Is this equivalent to a Free/Reduced Lunch indicator or is it whether a student was receiving Title I services?*
- A.** Title I on the AIMS-A application refers to whether the student is receiving Title I services in addition to Special Education services. This is the same information required for students taking the general AIMS test. The web-based alternate assessment application is being developed for the first time this year and while we do pull some data from SAIS, this piece of information is not.
- Q.** *Are there informational areas specific to the School Finance or MIS websites that LEAs and vendors can monitor for updates, news, etc.?*

- A.** Yes. In addition to distributed memorandums, emails, forums, conferences, and newsletters such as *Inside SAIS*, information is posted by School Finance and MIS on their own respective Bulletin Boards online. The School Finance Bulletin Board is located at:
<http://www.ade.az.gov/schoolfinance/BulletinBoard/>
and the MIS Bulletin Board is located at:
<http://portal.ade.az.gov/News/default.aspx>.

FY 2006 Requirements Changes – Overview Workshops

The SAIS–Student Details team will be hosting FY 2006 SAIS–Student Details Requirements Overview Workshops. These workshops will be presented by the SAIS–Student Details Business Analysts, who will disseminate specific business requirements pertaining to FY 2006 changes.

It is recommended that all SAIS SMS Vendors be present at one of the expanded Forums. *Note that there is no need to attend more than one of these sessions.*

Seating is limited at these events and the method of registration has changed. Registration for these events can be done online by selecting the event on a specific date at:

<http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp>

Registration can also be accomplished by selecting all events of the SAIS – Student Details division at:

<http://www.ade.az.gov/online/registration/>

Upcoming workshops:

Date: Friday, April 29, 2005
Time: 9:00am – 1:00pm
Location: Flagstaff Unified School District - Board Room
3285 E. Sparrow Avenue
Flagstaff, AZ 86004

Date: Friday, May 6, 2005
Time: 9:00am – 1:00pm
Location: Mountain View HS - Lecture Hall
3901 W Linda Vista Blvd.
***Tucson, AZ 85742**

**Parking is limited at the Tucson site. Please carpool if possible. If parking lot is full, you may park across the street to the north. Please use the crosswalk to avoid a ticket.*

Please take advantage of these helpful links:

SAIS on the Web at <http://www.ade.az.gov/sais/>

MIS Bulletin Board: <http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx>

SAIS-Related Issues: <http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx>

SAIS Codes Values are at <http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc>



Most Common Integrity Errors for FY 2005 (as of 4/22/2005)

- 1) -44401; Student must have an Assessment within the current or past fiscal year of the language program start date.
- 2) -44402; Most recent Assessment did not show student to be ELL.
- 3) -44103; Student may have only a partial absence on first day of membership or withdrawal day.
- 4) -44347; There must be a corresponding Grade membership for each day of an ELL service.
- 5) -44001; Student has excessive unexcused absence. A.R.S 15-901A requires that this student be withdrawn.

2005 Spotlight on School Success (SOS) Awards Dinner and Conference

ADE's Academic Achievement Innovative & Exemplary Programs is pleased to be partnering with Title I, Reading First, School Effectiveness and Best Practices in the development of ADE's first Spotlight on Success (SOS) Awards dinner and conference, to be held at The Wigwam Resort May 4th and 5th.

Fifteen Arizona schools and/or programs will be in the "spotlight" because of the positive differences they have made in the lives and futures of the students they touch. The Arizona Department of Education invites you to join us in celebrating successful schools and programs in the areas of Reading First, Title I, Best Practices, Dropout Prevention, and School Improvement. A formal awards dinner will be held on May 4th, including a special tribute from conference keynote speaker, Mr. Neil Howe, noted author and presenter.

The conference day on May 5th will allow our honorees an opportunity to showcase their efforts to other educators who are looking for strategies to improve their own schools. This event provides quality time for participant interaction and professional dialogue in a beautiful and relaxed environment. Learning from those who have experienced success will generate additional momentum to see that all of Arizona's students are well prepared to take their places in a highly competitive, global economy.

This awards event and conference reflects Superintendent Horne's goal in recognizing school and program successes, in-

cluding the development of a platform to share these with our schools. Further information is available online at:

<http://www.ade.az.gov/asd/sosconf/>

2005 Structured English Immersion (SEI) Seminar

The English Acquisition Services (EAS) division of the Academic Achievement department at ADE is hosting the 2005 Structured English Immersion (SEI) conference, which is to be held May 25th through May 27th at the Marriott Starr Pass Resort in Tucson, AZ.

Titled "*Standards, Strategies, Assessment: Improving Academic Achievement*", this year's conference will host nationally recognized speakers who will provide essential information for the ELL educator in their mission to improve academic achievement for the ELL student. The conference promises to answer ELL questions and provide research-based instructional strategies with subjects ranging from sessions on: the English Language Proficiency Standards, the Title III/Arizona Funding Fiscal Application process, the criteria for Annual Measurable Achievement Objectives, the Title III Data Collection process, the Monitoring systems, and the Federal/State legal requirements. Further information is available online at:

<http://www.ade.az.gov/asd/sei/>

SAIS Appreciation Awards

The SAIS Appreciation Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to:

InsideSAIS@ade.az.gov

Congratulations to the following who recently received SAIS Appreciation Awards!

Karen Jones, Tucson Unified School District

Katherine van Mourik, ADE – School Finance

Inside SAIS & Open Forum Feedback

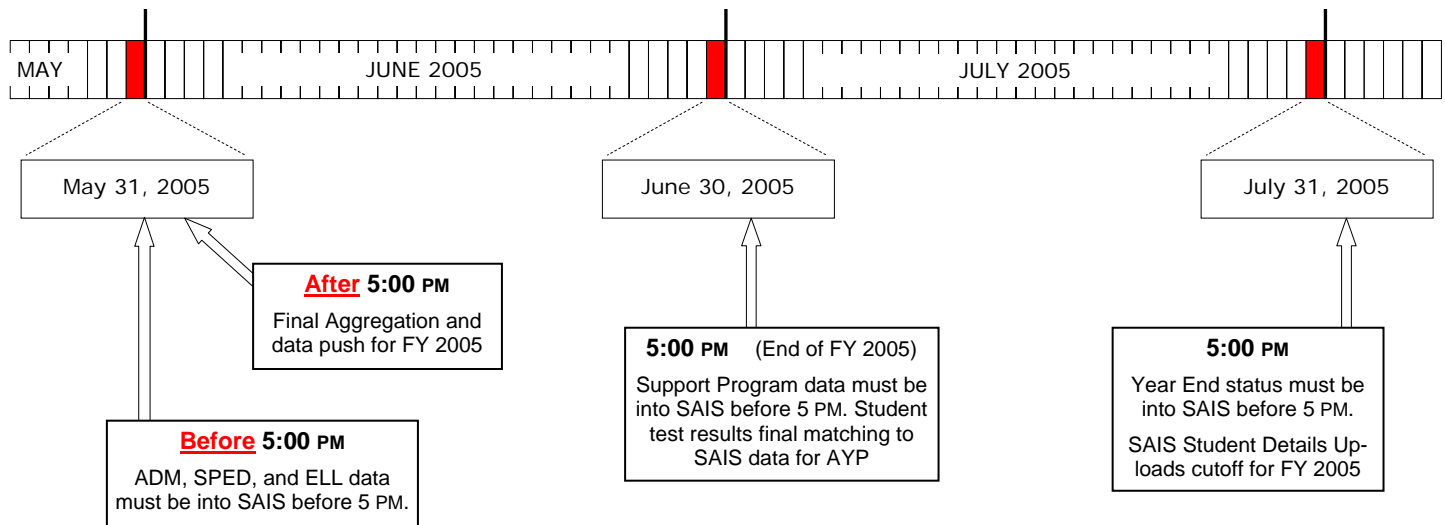
We encourage any comments, requests for information, and suggestions for *Inside SAIS* and SAIS – Student Details Open Forum Meeting content. Please remit to either of the following e-mail addresses.

InsideSAIS@ade.az.gov

SaisVendorSupport@ade.az.gov

Back issues of *Inside SAIS* are available for reference on the ADE web site at <http://www.ade.az.gov/sais/>

FY 2005 SAIS—Student Details End of Year Due Date



May 31, 2005 – before 5pm – All ADM, SPED, and ELL data must be successfully submitted to SAIS and pass all validations to be counted in the final FY 2005 aggregation and data push process for funding purposes. *Note: Data can be uploaded after this time. See below dates for further information.*

May 31, 2005 – after 5pm – The final FY 2005 aggregation and data push will be run based on successfully submitted and validated ADM, SPED, and ELL data uploaded prior to 5pm on May 31, 2005.

Note: FY 2005 data can still be uploaded into SAIS-Student Details after 5pm on May 31, 2005. However, FY 2005 ADM, SPED, and/or ELL corrections or data changes submitted after 5pm on May 31, 2005 will not be aggregated or counted for FY 2005 funding purposes.

A Public Education Agency (PEA), pursuant to ARS §15-915, may request access to correct prior year data for budgetary or state aid purposes by submitting a 915 request to ADE School Finance. The 915 request process will also be necessary for the purpose of requesting an aggregation.

To submit a 915 request, please refer to the document titled “15-915 Request Procedures” for instructions on appropriate steps for a request. The instructions can be located on the School Finance bulletin board:

<http://www.ade.az.gov/schoolfinance/BulletinBoard/> or FAQ section

<http://www.ade.az.gov/schoolfinance/FAQs/Default.asp>.

IMPORTANT NOTE: No priority will be assigned to new 915 requests and there is no time estimate on when new 915 requests will be reviewed. All requests will be logged into the 15-915 queue and answered in the order received. An ADE School Finance team member will contact the PEA once their 915 request comes up for review.

June 30, 2005 – 5pm (End of FY 2005) – Support Program data must be successfully submitted to SAIS prior to 5pm. Student test results final matching to SAIS data for AYP.

July 31, 2005 – 5pm – Last day to upload Year End status for FY 2005
FY 2005 SAIS Student Details uploads disabled at 5pm.